

# Grant & Per Diem: SmartSimple Guide

## How-To: Retrieve an Executed Capital, Special Need or Case Management Grant Agreement

### Step 1: Log in to Smart Simple, and select the approved grant application

- The Owner of the record will select the grant application in the **My Grants** area

If you do not see your application, you are not the Owner of the record  
If you are not the Owner, you will not be able to complete this action

The screenshot shows the 'VNA Homeless Grants: SSVF and GPD' portal. The 'My Grants' section is highlighted with a yellow arrow pointing to it from the 'Grant Rounds' section. The 'My Grants' section displays a table of grants, with the first record highlighted in yellow. A green arrow points to this record with the text 'Open the grant record here'.

**Welcome to the GPD and SSVF Grant Portal**

Please click on the Organization Profile shortcut below to complete your organization information before starting an application.

To start an application, please go under Grant Rounds and select the appropriate grant type to apply for.

To view existing applications, see Draft and Submitted grants below under Applications.

**Grant Rounds**

1-1 of 1

**Opportunity Details**

Grant and Per Diem  
2022 GPD Capital Grant - ARP  
Deadline: 12/06/2021 16:01

**My Applications**

DRAFT (1) SUBMITTED (0)

#	Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Capital Grant	TEST234-2822-CG-22	GPD TESTING, INC	Draft	

**My Grants**

ALL GRANTS (4)

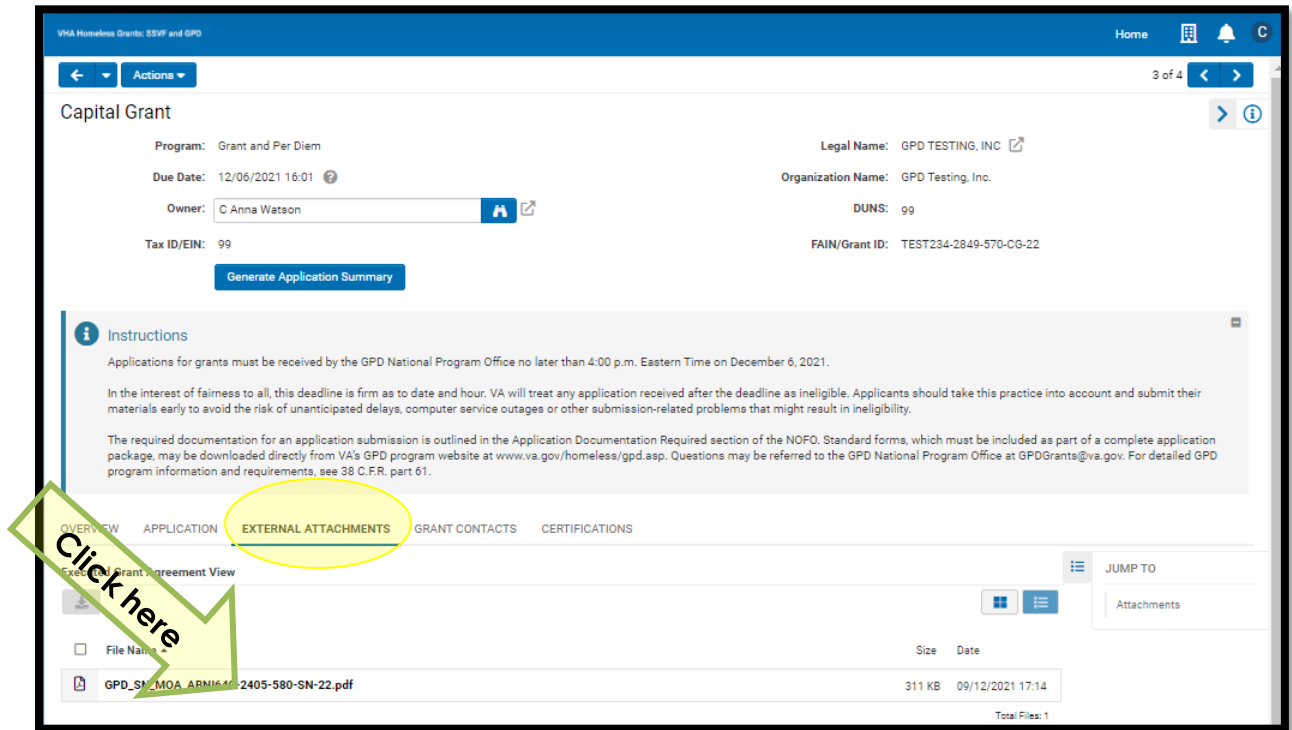
#	Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Per Diem Only	TEST234-2494-PD-22	GPD TESTING, INC	Approved	

Open the grant record here



If you have more than one application, ensure you are selecting the correct record (Case Management, Capital, Special Need).

## Step 2: Select the External Attachments Tab; Under Executed Grant Agreement View Download the Agreement



## Step 3: Download the Executed Agreement and Save a Copy

Download a copy of the executed grant agreement (PDF format) to your computer. Share this document with others in your organization, as appropriate. Keep a copy in your grant administrative files.

**Great job, this activity is now complete!**